

Sanitized MANAGEMENT IMPROVEMENT PROJECT REPORT  
CIA-RDP51-00036A000100010013-7  
AS OF 30 November 1949

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PROJECT	ASSIGNEE	INITIATION DATE	TARGET DATE	PERCENT COMPLETE	REMARKS
CIA Regulations-Format		1 May	1 Dec	75	Committee recommendations being prepared.
OCD Survey		15 Aug	30 Nov	90	Awaiting comments of AD/OCD.
CIA Seal		10 Aug	15 Dec	50	Final drawings being prepared by the Heraldic Div., Dept. of Defense.
Forms Control		15 Aug	15 Dec	90	Check of stock of blank forms completed. Administrative Instruction and list of forms being put in stencil form.
Administrative Instruction No. 30-1		25 Aug	15 Dec	75	Final draft awaiting legal opinion.
Administrative Instruction No. 30-7		26 Sept	12 Dec	75	Final draft awaiting paragraph from Legal Staff.
Administrative Instruction No. 40-5		1 Sept	10 Jan	40	Being held in obedience at request of Chief, Administrative Staff, pending final decision on CIA Regulations.
Administrative Instruction No. 40-7		1 Sept	10 Jan	40	Being held in obedience at request of Chief, Administrative Staff, pending final decision on CIA Regulations.
Agency Intelligence Requirements		19 Sept	3 Jan	50	Agenda for ORE-OSI meeting to formulate a joint recommendation developed.
Change in paper stock-OSI		25 Oct	23 Nov	100	Savings approximately \$500 per year.
Staff Manual for CIA		20 Oct	1 Mar	0	
CIA Orientation Program		1 Oct	open		First draft submitted to Executive for approval.
Records Management Program		1 Oct	15 Mar	25	Plan announced in Administrative Instruction No. 50-16. Plans for records and file equipment inventory being formulated.
ORE Survey		1 Oct	1 Feb	10	Report on Administrative Staff submitted to ORE 29 Nov 1949.
ORE Reorganization		15 Oct	1 Jan	50	Reorganization plan approved by DCI. ORE drafting recommended statement of functions and T/O.
Administrative Instruction No. 20-1		1 Oct	1 Dec	95	Final concurrences received 30 Nov. Stencils being prepared.
Administrative Instruction No. 20-12		14 Oct	30 Nov	50	Draft submitted for coordination to all concerned 1 Dec.
Revise ORE T/O		15 Nov	30 Nov	100	T/O approved and distributed 30 Nov.
Combined Training Program OSO-QPC		8 Nov	30 Nov	90	Recommendations to Executive being prepared.
Coding and Abstracting Intelligence Information		21 Nov	1 Dec	75	Report Due 1 Dec from CO and PS with additional comments.

SEE REVERSE FOR DECLASSIFICATION ACTION

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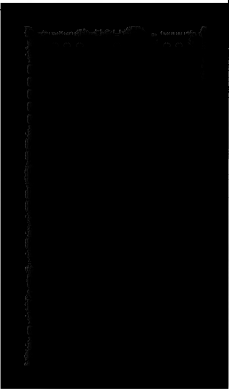
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Improved Messenger Service		25 Nov	20 Dec	25	Recommendations for changes in courier routes to be submitted by OCD 5 Dec 1949.
Revision of Original Charts and Functions		22 Nov	1 Jan	5	
Re-Survey of M Building Reproduction		28 Nov	1 Feb	10	All T/O positions not filled, two trainees added within the last two weeks.
Administrative Instruction No. 50-19		20 Nov	20 Dec	95	Final concurrences received 30 Nov. Stencils being prepared.
Administrative Instruction No. 60-16/2		18 Nov	20 Dec	60	Prepared safety program received in Management. Recommendations of Management now being prepared.
Administrative Instruction No. 50-1		21 Nov	12 Dec	50	Preliminary coordinations and comments received final draft held to be coordinated with 50-3.
Administrative Instruction No. 50-3		25 Nov	20 Dec	35	Preliminary coordination due 6 Dec 1949.
Administrative Instruction No. 50-10		25 Nov	20 Dec	75	Final draft, including comments, being prepared for coordination.
Administrative Instruction No. 50-12		23 Nov	30 Dec	25	Preliminary draft to be distributed 5 Dec 1949.
Administrative Instruction No. 50-		10 Nov	30 Nov		(able procedure)
Procurement of Operation Wringer Reports		22 Nov	1 Jan	75	Agreement on processing reached. In process of implementation.
Book and Periodical Purchases		10 Nov	1 Apr	50	Proposed <u>ad hoc</u> committee authorized but not implemented as yet.
OSI Functions, T/O and Operational Procedures		15 Nov	24 Feb	5	Suggested Staff functions drafted.
Organ. and T/O changes OCD Library		14 Nov	25 Nov	100	Implements records management program.
Determination of Functions re NIS		15 Nov	1 Dec	100	Decision rendered by Management to clarify functions-OCD/ORE, subject to further discussion if requested by OCD or ORE.
Distribution and accountability of NSCID's and DCID's		1 Nov	1 Jan	10	Draft of Administrative Instruction being prepared.
Functions as relates to Space		4 Nov	1 Dec	70	Space report received from TRD-OSO/OPC.
Requirement - Combined OSO/OPC Training					Recommendations of Management being Prepared.
Survey of Legal Staff		30 Nov	15 Dec	50	Preliminary survey initiated.
Rapid Reading Program					Transferred to Personnel Director. Will follow up.

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Contract Security Procedures		23 Nov	5 Dec	50	Recommendations of Inspection and Security Staff received 22 Nov. Recommendations of Management now being prepared.
Revision of OCD functions		28 Nov	1 Jan	5	Possible changes indicated
Establishment of OPC Plans Control		Nov	Nov	100	Management Prepared Instructions which were issued by OPC.
Commo Field T/O		Nov	Nov	100	Management met with Personnel, Commo, and other offices and developed Commo field T/O.
OPC Participation in ORE presentations and Interrogations		Nov	Nov	100	Management prepared OPC Instructions.
Revision of Organization and T/O, OPC		Nov	1 Jan	30	OPC Committee preparing draft of organizational structure for submission to AD/PC.
OPC Advisory Staff T/O		Nov	21 Dec	50	Recommendation being prepared to redesignate *Special Intelligence Section to Advisory Staffs and report direct to AD/PC.
Eliminate Duplication of filing of Cables received from IAC Agencies		Nov	Nov	100	Publications of Administrative Instruction No. 40-3/1 eliminates duplicate filing of 120,000 cables per year.

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